

NON-RESIDENTIAL DISCONNECTION NOTICE

Generic Communications Corporation

[DATE]

Customer Name Account Number: xxxxxxxx
Address 1 Amount Past Due: \$xxxx.xx
Address 2
City, State, Zip

Our records indicate that your account has a delinquent balance. Your long distance service will be disconnected on *[disconnection dates in the disconnection window falling on a weekday but not Fridays, not Vermont legal holidays, and not days on which or days before the company's offices are closed]* between the hours of *["8:00 a.m. and 2:00 p.m. Eastern Time" or "8:00 a.m. to 5:00 p.m. Eastern Time" if company has authorized personnel available to make payment arrangements and reconnect service available until 8:00 p.m.] unless:*

1. The past due balance is paid in full by [DATE] OR
2. You submit any disputed portion of the charge to the Vermont Public Service Board (Board), and the Board orders Generic Communications not to disconnect your service ["OR
3. *You enter into a reasonable agreement with Generic Communications." if the company offers such a plan.]*

You may contact us to make an inquiry, to discuss the delinquency, or to make a complaint.

[company representative name or title, or "Customer Service"]

Generic Collections Center

P. O. Box 0000

Anytown, Anystate 00000-0000

Phone: 8YY-NXX-XXXX

Hours: *[Hours of operation]* Eastern Time

You may request the assistance or advice of the Consumer Affairs and Public Information Division of the Vermont Department of Public Service. In addition, the Consumer Affairs and Public Information Division can provide you information on how to submit a dispute regarding the delinquent balance to the Public Service Board.

Consumer Affairs and Public Information Division

Vermont Department of Public Service

112 State Street, Drawer 20

Montpelier, VT 05620-2601

Phone: 800-622-4496 or 802-828-2332

TTY: 800-734-8390

Hours: 7:45 a.m. to 4:30 p.m. Mon.-Fri.

If we are required to *[collection action other than disconnection that the company may take]*, you will be charged a fee of \$xx.xx. If your service is disconnected, you will be charged a fee of \$xx.xx for disconnection and a fee of \$xx.xx for restoration of service. You may also be charged a deposit prior to restoration of service in an amount as much as \$xx.xx, which is *["two-twelfths of the reasonably estimated charge for the following twelve months of service," or some other calculation producing a lesser amount]*.

[Note to Company: It may be there is information required by Rule that the company can not, or wishes to not, include in its notice. For example, the company may not impose any reconnection fee or collection costs. If this is the case, please ensure that in your communication to the Board an explanation of any information omitted is provided.]